

**Minnesota Board of Firefighter Training and Education**  
**Meeting Minutes of February 19, 2008 – St. Michael, MN**

The Minnesota Firefighter Training and Education Board (MnBdFT&E) was called to order at 12:35 p.m. at the Township Offices in St. Michael, MN by Chairman Marv Calvin.

P	Marvin Calvin MSFCA	Willmar	2009			VACANT League of Cities		2007
P	Wayne Durant MSFDA	Brainerd	2009		P	Tom Pressler MSFDA	Bloomington	2009
A	Jim Fisher Ass'n of Townships	Zim	2009		P	Jerry Rosendahl Dept of Public Safety	St Paul	N/A
P	Daniel Greensweig Ass'n of Townships	St. Michael	2010		P	Kelli Slavik League of Cities	Plymouth	2010
A	Aliina Granholm MSFDA	Esko	2011		P	Judy Smith Thill MSFDA	Inver Grove Hts	2008
P	Jeff Swanson MSFCA	Detroit Lakes	2010		A	John Wiskocil MSFDA	Montgomery	2008
P	Barbara Frank Public Member	Danube	2011		P	Matthew Ashmore MPFF	Hibbing	2011
P	Richard Loveland MPFF	Moorhead	2008					

MPFF = Minnesota Professional Fire Fighters      MSFCA = Minnesota State Fire Chiefs' Association  
MSFDA = Minnesota State Fire Department Association

***Motion by Rick Loveland – that minutes of meeting December 18, 2007 be approved as distributed. Second by Jim Fisher. Carried.***

**Officers Reports:**

Chairman Calvin reported

- That he responded to an email requesting information on the list of people requesting the RFP

Vice Chair Thill reported on some of the activities of the Executive Director search and more information would be given later.

Secretary Tom Pressler distributed a packet of information that included

- Roster (also one circulated for update)
- Approved copy of minutes of November 2007
- Draft minutes of December 2007

**Committee Reports and Action:**

Legislative Committee – Judy Thill

No report. Marshal Rosenthal reported that a bill for the reimbursement of the Board had been introduced and was supported by the Governor. It would probably be paid from MnBdFT&E funds.

Training Committee – Rick Loveland

The Committee had met and the following is a review of their discussion

- 4 Step Process for qualification –
  - Experience – Fire: 5 years with FFI, FFII and Instructor I Certification
  - Discipline – Certified in Discipline requested
  - Supporting documents:
    - Cover letter that requests consideration and reasons for that consideration
    - Current Resume that highlights professional training and experiences
    - All relative certificates or transcripts
  - Letter of recommendation from someone to address professional credibility
- Optional – Other letters of support, Professional Presentation – videotape (1/2" VHS Format) or DVD showing the applicant delivering an emergency services training session.

***Motion by Rick Loveland to approve the 4-Step Process discussed. Second by Tom Pressler. Carried without opposition.***

**Minnesota Board of Firefighter Training and Education**  
**Meeting Minutes of February 19, 2008 – St. Michael, MN**  
Page 2 of 2

Administration Committee

- Committee Chair Thill reported the committee found Carriveau & Associates as best qualified from the respondents to the RFP for the Executive Director Position.

**Unfinished Business:**

Executive Director Position

*Motion by Judy Thill to offer Carriveau & Associates the Executive Director Position from the RFP pending positive outcome of contract negotiation with the state. Second by Jim Fisher. – A roll call vote resulted in approval*

Marvin Calvin	<u>  X  </u> Aye	___ Nay	
Tom Pressler	<u>  X  </u> Aye	___ Nay	
John Wiskocil	___ Aye	___ Nay	Absent
Jim Fisher	<u>  X  </u> Aye	___ Nay	
Jeff Swanson	<u>  X  </u> Aye	___ Nay	
Aliina Granholm	___ Aye	___ Nay	Absent
Judy Smith Thill	<u>  X  </u> Aye	___ Nay	
Richard Loveland	<u>  X  </u> Aye	___ Nay	
Wayne Durant	<u>  X  </u> Aye	___ Nay	
Daniel Greensweig	<u>  X  </u> Aye	___ Nay	
Kelli Slavik	<u>  X  </u> Aye	___ Nay	
Matthew Ashmore	<u>  X  </u> Aye	___ Nay	
Barbara Frank	<u>  X  </u> Aye	___ Nay	
Jerry Rosendahl	<u>  X  </u> Aye	___ Nay	

Jerry Rosendahl reported that funding was \$3.2M as of 2/19, but there will be another update this week. He reminded the Board of the priority of spending of the fund.

Chair Calvin indicated that the process would be to bring the parties to a meeting with Justin Kaufman to finalize the contract and there would be public disclosure after the contract is finalized.

**New Business:**

Election of Officers

- Chair – Marv Calvin was the only nomination for chair.

*Motion by Jim Fisher to close nominations for Chair and cast a unanimous ballot for Marv Calvin as Chair. Second by Tom Pressler. Carried without opposition.*

- Treasurer – Barb Frank was the only nomination for Treasurer.

*Motion by Judy Thill to close nominations for Treasurer and cast a unanimous ballot for Barb Frank as Treasurer. Second by Jim Fisher. Carried without opposition.*

*Motion by Jerry Rosendahl to adjourn. Second by Rick Loveland. Carried.*

The meeting was adjourned at 1:40 p.m.

Respectfully Submitted,

Tom Pressler, Secretary